



Pre-Conceptual Review Meeting

Thank you for your interest in a development and/or redevelopment project within the Village of Farwell. The Village is here to support any new development and/or redevelopment as best as possible.

Prior to any development or redevelopment, applicants and/or their representatives are encouraged to contact the Village of Farwell and schedule a Conceptual Review Meeting. Depending on the scope of the proposed development, the meeting may also include representatives from the local Fire Department, Downtown Development Authority, Local Development Finance Authority, Planning Commission, etc.

There is no fee for a Conceptual Review Meeting. The Conceptual Review Meeting is intended to provide applicants and developers general information regarding the development review process and applicable design guidelines for a future project in our community. This informal meeting with staff is intended to promote a smooth review and approval process.

To request a Conceptual Review Meeting, please call 989-588-9926.

Recommendations for what to bring to your appointment:

- ✓ The location of your proposed project. Bring with you as much information as you can such as address, street, property tax ID, etc. If you do not have a specific property in mind, please let the Village know during the initial phone call, and a list of prospective properties can be sent to you.
- ✓ Develop a clear vision for the project. What do you want to do? How will I complete the project?
- ✓ Create a rough sketch of the project and property (if applicable).
 - Lot dimensions (width, length, etc.)
 - Parking areas, lighting, etc.
 - Location and dimensions of all structures to be placed on the property.
 - Safety plans such as fire suppression.
 - Proposed timelines for development, construction, review process, licensing, etc.
 - Any known requests for variances.

At the meeting, Village staff will review and discuss, at a minimum, the following:

- a. Review the proposed use to determine the alignment and conformance to Village Ordinances.
- b. Provide productive feedback, if applicable.
- c. Provide information on the proposed property (if applicable), such as zoning district, utilities, etc.
- d. Discuss the process for development including site plan review, special use permits, variances, etc.